

Gift-in-Kind Donation Form



Please use this form to describe your in-kind donation to the benefit of The Post Oak School.

TO: Christina Kopanidis-Cantu, Development Director

DATE: _____

FROM: _____

PHONE: _____

Is this gift made in association with a school event? No Yes If yes, event name: _____

DESCRIPTION OF DONATION: *Item or service (detailed description)*

Estimated value: _____ (Please check one below)

Date of donation: _____

(a) Donor statement of value

(b) Appraisal attached

(c) Receipt attached

Signature of donor(s) _____

DONOR INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Telephone (daytime): _____

COMMENTS

If sent from outside the school, please return form to:

Christina Kopanidis-Cantu, Development Director, The Post Oak School, 4600 Bissonnet, Bellaire, TX 77401 | Tel. 832-822-8024

Gifts-In-Kind: The federal government encourages philanthropy by allowing deductions for gifts on itemized income tax returns. It is important that charitable deductions follow the Internal Revenue Service reporting rules. Appraisal rules apply to donations of property (other than money and publicly traded securities) that are valued at more than \$5,000. The donor should deliver the item to The Post Oak School accompanied by this completed form.

The donor should state the value of the gift on the form and attach appropriate documentation (e.g., an Independent Qualified Appraisal, a sales receipt, IRS form 8283, or a catalog sales list for the same model instrument). The Post Oak School does not evaluate gifts.

This form is to be completed by the donor, or may be submitted on the donor's behalf by a faculty or staff member in receipt of a gift to The Post Oak School. All gifts-in-kind will be acknowledged and a record kept of the item, its estimated value, and source.